

DEC 14 1966

*Meetings!*

MEMORANDUM FOR THE RECORD

SUBJECT: Security Records and Communication Division Briefing--  
8 December 1966

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25X1 2. [redacted] Chief of the Security Records and Communication Division, who gave the briefing outlined the organizational structure of his Division and then detailed its activities unit by unit. SR&CD, he noted, is the largest of the headquarters components in Security with a T/O of [redacted]. In addition to serving as the "registry" for the Office of Security, it has a number of related responsibilities including records management which until recently came under the O/S Executive Officer.

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3. Tracing the flow of security clearance requests on a chart which he displayed, [redacted] described the step-by-step processes involved in handling the 45,000-46,000 requests SR&CD receives a year. About three days are required in each case, he said, to log the request, assign a case number (which for persons later hired becomes the employee number), search the index, write an analysis, and forward the case through the Personnel Security Division to the Investigations Division. Each element in the Division was then discussed:

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a. Communications [redacted]

This is the O/S registry, responsible for all incoming and outgoing communications including security requests. A distinguishing feature of the unit is its secure teletype link (using the KW-7) [redacted]

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b. Index [redacted]

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O/S has about 1,650,000 names in its security index now filed alphabetically. As each security request comes in, the members of this Section check it against the index and, when necessary, cross reference it to the more than 500,000 files (which are maintained in numerical order by file number). About 2,000 names are checked each day. The Index [redacted] is also responsible for making name searches for other agencies (totaling about 70,000 a year).

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c. Processing

This is a group largely of typists who are engaged in creating index cards, setting up file numbers, and preparing biographic mats for covert field investigations (since PHS's are not available in covert cases, a standard format is needed for investigative purposes).

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d. Files

The members of this unit are responsible for maintaining and updating the more than 500,000 security files on hand.

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e. Case Analysis

New requests for clearance are received here, summaries prepared, and name checks made. About 25,000 RID checks are done each year on covert cases and selected staff cases. This is the unit that handles requests for name checks from outside agencies. It is also the unit responsible for top secret control in the Office of Security.

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f. Key Punch

As the name implies, this is a clerical unit heavily involved in the automation of the security index and other related files.

4. Automation

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[redacted] reviewed in some detail the status of O/S' project to automate the security index which began, he said, in 1963 with a system's study by Bob [redacted]

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[redacted] Following this, and using a group of contract employees, SR&CD spent the period from July 1964 to May 1966 converting its index cards to magnetic tape. Then from May to October 1966 the master file was updated. At the end of October the system "went live."

Staff cases are still being processed manually, [redacted] noted, but the computer is handling all routine searches, outside-agency checks, and miscellaneous cases. Requests for machine checks are put on punch cards, batched at the end of each day, and taken to OCS where they are processed automatically into tape and run through the computer overnight. During November 18,000 machine searches were made, compared with 33,000 manual searches. This ratio is rapidly reversing and by the end of March all normal searches, including those for staff cases, are expected to be made by machine. Ultimately, the plan is to provide random access to the machine from remote points so that a number of O/S components can obtain checks at any hour of the day.

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According to [redacted] CODIB and the Knox Panel have both examined the O/S system with a view to pushing for the automation of indices in other security agencies and tying them together in some fashion. DOD is already moving in this direction under a SecDef order calling for the Services to merge their files at one location. By 1 November 20 million index cards were in place at Fort Holabird. The FBI, however, has no plans to automate its 55 million index cards; so any inter-agency telecommunications system for name checks will be severely inhibited until the FBI can be brought into the network. CIA has indicated willingness to cooperate in such a venture provided adequate controls are present to govern access to its index. Meanwhile, the O/S index is fully compatible with that of DD/P.

#### 5. Workload Data

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[redacted] unveiled an impressive array of workload statistics for Calendar Years 1965 and 1966. His chart showed, for example, that in CY 1965 a total of 49,429 cases were processed, 578,388 names searched through the index, 69,935 outside-agency name checks completed, and 113,225 cards added to the index (which now consists of 1,712,000 separate cards). To avoid inundation by this growing mass of files, the records retirement program is picking up steam, he said; more than 137,000 files have already been shifted to the Records Center [redacted] and 1967 should add a record number to that total.

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#### 6. Problems

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Two problems in SR&CD were mentioned--a slight restructuring of the T/O (and reclassification of a few positions), and the high turnover rate in the Division. [redacted] expects the T/O exercise to be completed in the next several weeks. But he is not sanguine about a drop in the turnover rate since [redacted] employees are clericals. The Key Punch Branch present a particularly tough problem. New recruits with experience are almost nonexistent for this unit so it must maintain a constant training program for employees whose average tenure is extremely short. Not all losses to SR&CD are losses to the Agency, however; about two-thirds of those who leave the Division transfer to other Agency components. Even so, [redacted] found little to be pleased about in the 40 losses that have occurred so far this year.

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[redacted]  
Assistant Executive Officer to the  
Deputy Director for Support

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